Early On® Oakland Prior Written Notice Directions

PURPOSE: This form should be used so that a family is provided information about the actions being proposed or refused surrounding their child's participation in early intervention services (Early On®) **before** the action takes place. It is intended to give families information so they can make informed choices and informed decisions regarding their child.

NOTE: *Prior Written Notice must be given to the parents in a reasonable timeframe before Early On® proposes or refuses to initiate or change the identification, evaluation, or placement of the child or the provision of appropriate early intervention services to the child and the child's family.*

The following chart describes the circumstances and timing required for prior written notice for Part C:

Circumstance	When WPN Needed	Timing of WPN	EO Oakland Form
Initial Evaluation	Any time an evaluation will be conducted that requires a parent to sign a written consent.	After deciding to conduct an evaluation but before asking parent to sign Consent to Evaluate.	Early On® Oakland Consent to Evaluate or PWN Form
Not Eligible	Any time a decision is made that a child is not eligible for Early On®.	After the eligibility decision is made at the IFSP meeting.	Early On® Evaluation Preliminary Results form, local district PWN form or PWN form
Initial IFSP	Any time decisions about service are made during the development of an initial IFSP. This includes both services that are included in the IFSP and services that are requested but denied.	After the IFSP is developed, but before asking the parent to sign the IFSP.	Early On® Oakland IFSP
IFSP Review	Any time modifications or revisions are made to outcomes or results as identified in the IFSP.	After the outcomes have been modified, but before asking the parent to sign the IFSP Review.	PWN Form or local district PWN Form
Annual or Requested IFSP	Any time changes are made to services written into an IFSP. Additionally, any time a request for a	After the IFSP is developed, but before asking the parent to sign the IFSP.	Early On® Oakland IFSP

	change in services is made, but denied.		
Evaluation other than Initial	Any time an evaluation will be conducted that requires a parent to sign consent.	After deciding to conduct an evaluation, but before asking parent to sign Consent to Evaluate.	Early On® Oakland Consent to Evaluate OR PWN Form
Exit or Transition	Any time a child will be exited prior to age three. PWN is not needed when exiting a child at age three.	After a decision is made to exit a child prior to age three.	PWN Form or local district PWN Form

Early On® Oakland Prior Written Notice Directions (Continued)

Complete the top portion of the form using the child's legal name, birthdate, parent(s) name and the date the notice is provided.

Action being proposed:
Check the appropriate box, indicating the reason notice is required, or the action being proposed. Only one box should be selected.

Reason(s) why the action(s) checked above is being proposed:
Indicate the reason the action is being proposed in the box provided.

Action being proposed but not selected:
If there was an action proposed by Early On® or Michigan Special Education that was not accepted by the parent, list it in the box provided. Or, if the parent proposed an action that was not accepted by Early On®, list it in the box as well.

Reason(s) why the action identified above is being proposed and reason action(s) was not selected:
If there were any actions proposed but not accepted, list the reason why the action was proposed and not selected in the box provided.

Family Rights/Procedural Safeguards:
Remind parents of their family rights and document language/mode of communication, if necessary.

This notice was provided:
Check the box to indicate the manner in which the notice was provided and the name and contact information of the person responsible.